

USAF Declass/Release Instructions On File

7 February 1961

MEMORANDUM FOR: Chief, Machine Division

SUBJECT : Revised Processing Procedure for Air Force Documents

1. The Air Force (AFCIN-3B) has discontinued the automatic dissemination of their Air information reports; therefore effective 23 January 1961 AFCIN is providing Document Division with 6 copies of each report about 2 weeks in advance of the AF code sheet. AFCIN will then send each code sheet with a seventh copy of the report for further processing by Document Division. Each report not indexed by AFCIN will be identified by the term NOT MINICODED on the face of each copy of the report. No AF code sheet will be received for the NOT MINICODED report.

2. To date only one shipment of Air Force reports under this arrangement has been received, but it is imperative that a new processing procedure be established promptly.

3. It is proposed that the new procedure provide for immediate dissemination of the first 6 copies with the filming of one of these copies for the aperture file to enable the library to process requests generated by routed dissemination copies. The seventh copy, received subsequently with code sheet attached, would be used for interpreting the codes and typing the intelleclex notes. This seems to be the only feasible approach; but it presents some problems with single-copy enclosures which must be seen by the typist, and the real and flash numbers which must be typed on the notes.

4. It is requested that machine procedures affected by the above be reviewed and that this office be advised of your recommendations.

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Distribution:

Orig. & 1 - Addressee
1 - DD
1 - CB
1 - CB(extra)
1 - Chrono

[REDACTED]
Chief, Document Division

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